

FILED

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

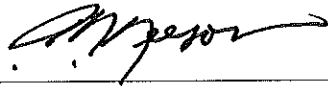
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LYNN FAZZ
CLERK OF SUPERIOR COURT
YUMA ARIZONA 85364

IN THE MATTER OF:)
LOCKDOWN POLICY FOR THE JUSTICE)
CENTER AND HISTORIC COURTHOUSE)
IN COUNTY OF YUMA, STATE OF) Administrative Order
ARIZONA) No. 2012- 11

Pursuant to Administrative Order 2005-32 issued by former Arizona Chief Justice Charles E. Jones on May 16, 2005, the presiding judges of each county were granted the authority to establish court security policies and procedures to provide a safe work environment for judicial employees, litigants and users of the court. Subsequently Administrative Order 2011-13 including a form of Lockdown policy was adopted effective August 23, 2011.

IT IS THEREFORE ORDERED that Administrative Order 2011-13 dated August 24, 2011 is superseded by Administrative Order 2012-11 that includes the attached Lockdown Action Plan approved and adopted April 20, 2012.

DATED: May 3rd, 2012



John N. Nelson
Presiding Judge

cc;

Hon. Larry Kenworthy
Hon. John Paul Plante
Hon. Mark Wayne Reeves
Hon. Maria Elena Cruz
Hon. Kathryn Stocking-Tate
Hon. Denise D. Gaumont
Hon. Lisa Bleich
Hon. Lynn Fazz, Clerk of the Superior Court
Hon. Jorge Lozano, Presiding Justice of the Peace
Hon. Greg Stewart, Justice of the Peace, Precinct #1
Hon. John N. Nozar, Constable, Precinct #1
Margaret C. Guidero, Court Administrator
Jon Smith, Yuma County Attorney
Robert Pickels, Yuma County Administrator
Michael Breeze, Public Defender
Jose de la Vara, Legal Defender
Donald W. Jobe, Director of Court Security Services
Steve Hardy, Chief Adult Probation Officer
Sherri Williams, Caseflow Manager

DEPARTMENT: **Superior Court**
RULE OR POLICY: Lockdown Action Plan

DIVISION: **Court Security**
DATE ADOPTED: April 20, 2012

1 **I. Definition**

2 A Lockdown is an emergency response to an immediate threat of violence in or
3 around the Justice Center. Any violent event that is a threat to human life, that occurs within
4 5 blocks of the Justice Center, will initiate a Lockdown. Lockdown means that the building's
5 exterior doors are locked. No one leaves the building and no one enters the building. Court
Security supervises ingress and egress. No one except for public safety personnel including law
enforcement, or emergency medical personnel will be permitted to enter the Justice Center.

6 Events that will initiate a Lockdown include:

- 7 A. Suspect at large B. Missing child
8 C. HazMat emergency D. Riot in the jail
E. Escaped prisoner F. Active Shooter

9 **Lockdown Begins**

10 A Lockdown will be ordered by any Court Security Officer after they receive credible
11 information that an immediate threat exists. Court Security Officers will notify the Presiding
12 Judge or his designee of the nature of the threat that required the Lockdown as soon as possible.
The Presiding Judge or designee will use the Lockdown check list during the Lockdown.

13 **Lockdown Ends**

14 The Presiding Judge or his designee will advise Court Security to end the Lockdown
15 based on credible information provided to the Presiding Judge or his designee by Superior Court
Security and law enforcement that the immediate threat has been eliminated.

16 **II. General Description**

17 All employees including judges, the public, attorneys, witnesses, jurors, etc. must go to a
18 safe place as directed by their individual department policies or by Court Security or Law
Enforcement. People with immediate medical needs will be identified and promptly assisted.

19 **III. Communications**

20 Employees responsible for notification via telephone trees or Instant Messaging (IM)
21 must communicate accurate information and instructions per their department policies and
training.

22 **IV. Incident Command Center**

23 The incident command center will be a safe room in the secure corridor. Employees who
are **essential personnel** will assemble in the Command Center for additional instructions.

24 **V. Training**

25 Each department will develop their own curriculum, policies and procedures for
26 Lockdown training; provided however that the policies and procedures do not conflict with the
policy approved by the Presiding Judge.